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24 April 1952

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MEMORANDUM

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 18 - 24 April 1952

I. Completed Projects

1. Project 51-3, Summer Seminar on the Near East. On 23 April the Selection Board screened twenty-one candidates and selected twelve principals and three alternates to participate in the Summer Seminar. Draft memoranda have been prepared advising the interested offices of the results of the Selection Board's action. A meeting

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2.

Projects in Process

1. Project 51-7, Administrative Training Program. Preparing draft memorandum for the Director of Training to the Chief, General Training Division, requesting the setting up of a series of conferences between the offices of the Agency and the administrative personnel at the Agency level to identify administrative training requirements, training problems, and evolve a system of improving the administrative support at the office level, which bear upon and become part of administration at the agency-wide level.
2. Project 51-13, Register of Training Activities. The meeting scheduled between the Registrar, O/TR and SPP on 21 April to discuss problems on current procedures for registering Agency personnel attending Department of Defense Schools was postponed until 29 April. This meeting is being held with a view to

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regularizing registration procedures in accordance with O/TR records and registration policy.

3. Project 51-26, Briefing [REDACTED] Final draft of Staff Study is scheduled for consideration by the interested offices early next week. 25X1A

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4. Project 52-3, Training Office Section of CIA History. Draft of O/TR section of the history was reviewed on 24 April by Mr. [REDACTED] of the Office of the Agency Historian. His comments and suggestions will require some revision of the draft and a policy decision on the part of the Director of Training. The revised draft will be submitted to division chiefs for review and coordination. Deadline for this project is the first week in May.

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III. Newly Assigned Projects

1. Project 52-18, Staff Study on Training for New Personnel. This office has been assigned this date the project of preparing a Staff Study and coordinating its preparation with the head of the CIA Intelligence School and the operating offices which will result in establishing an Agency training policy for new professional intelligence officer personnel.
- 25X1A 2. Project 52-19, CIA Regulation [REDACTED] Assigned responsibility this date for notifying the offices of the Agency to submit budget estimates for training authorized under Public Law 110, this action to be coordinated with the External Program Staff and the Support Staff.

IV. Projects in Suspense

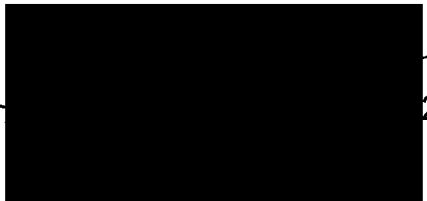
1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.

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4. Project 51-20, Administrative Support to Field Training Operations.
5. Project 51-21, Area and Language Specialists.
6. Project 51-22, Wartime Role of CIA as It Relates to Mission of O/TR.
7. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
8. Project 52-5, CIA Employee Improvement.
9. Project 52-8, National Security Presentations.
10. Project 52-9, Training for Employee Evaluation.



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